



## **Plans Coordinator**

**Job Code: 0091**

Originated: 06/02

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 1206

EEO Code: 24

FLSA: Non-Exempt

Supervisory: No

[General Workforce](#)

### **CLASS SUMMARY**

Coordinates the flow of development related plans through the Project Review division.

### **DISTINGUISHING CHARACTERISTICS**

This is a stand-alone job classification and is not supervisory.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Keeps accurate records pertaining to the status of commercial site plans, building plans and subdivision review plans.
- Runs blueprint copies and performs other office duties
- Provides weekly status reports on plans.
- Informs staff and the public on the status of projects; and answers questions related to plans over the telephone and in person.
- Transports plans from Development Services office to Plan Review.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

##### **Knowledge of:**

Office practices and procedures.

Records management procedures.

Microsoft Windows Office products.

##### **Ability to:**

Decipher engineering and architecture plans for submittal and distribution to appropriate plans reviewers.

Read and interpret basic drawings and specifications.

Learn City ordinances and policies.

Make mathematical calculations and draw logical conclusions.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with co-workers, supervisors, engineers, other City staff and the general public.

**Education and Experience:**

A high school diploma or GED equivalent and any combination of education and experience equivalent to one year experience in paraprofessional engineering or architecture; and some experience with records management.

**Licensing and Other Requirements:**

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under general direction of the Development Services Manager in the Planning and Development Services Department and within standard operating procedures.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Most work is performed in a normal City office or customer service counter environment.
- Load and unload cart with plans and records, push cart weighing 30-60 pounds a short distance.
- Lift and carry boxed materials weighing up 25-30 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a blueprint copy machine.
- Travel to/from meetings and various City locations.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*